

THE BRAVE

Student Handbook



1965-1966

WEST GEORGIA COLLEGE, CARROLLTON, GEORGIA



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The Brave

West Georgia College

CARROLLTON, GEORGIA

Student Handbook

1965-1966

Calendar Schedule

1965-66

1965

SUMMER QUARTER, 1965

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 15-July 27 Curriculum Workshop.
NDEA English Institute

July 12-Aug. 19 NSF Chemistry Program

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 13 Freshman dormitory students report, 2:00-5:00 p.m.

June 14 All freshmen report for orientation and testing, 9:00 a.m.

June 15 Registration.

June 16 Classes begin, 8:00 a.m.

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 13-18 Examinations.

August 19 Graduation, 8:00 p.m.

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2 Last day for new students to file applications for fall quarter.

September 19-21 Freshman orientation.

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 22 Registration 9:00 a.m.-4:00 p.m.

September 23 Classes begin, 8:00 a.m.
Registration for evening classes 5:30-6:30 p.m.; Evening classes begin 6:30 p.m.

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 27 Last day for registration and for class changes.

DECEMBER						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 25-26 Mid-term examinations.

November 24 Thanksgiving recess begins at noon.

November 29 Classes resume, 8:00 a.m.

December 6-9 Examinations (Examinations for evening classes, December 6.)

Dec. 10-Jan. 2 Christmas recess.

December 13 Last day for new students to file application for winter quarter.

1966

WINTER QUARTER, 1965-66

JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 3

Registration, 9:00 a.m.-4:00 p.m.; registration for evening classes, 5:00-6:30 p.m.; evening classes begin, 6:30 p.m.

January 4

Classes begin.

January 7

Last day for registration or for schedule changes.

February 4-7

Mid-term examinations.

March 3

Last day for new students to file applications for spring quarter.

March 14

Examinations, evening classes.

March 15-18

Examinations, day classes.

March 19-22

Spring recess.

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SPRING QUARTER, 1965-66

March 23

Registration, 9:00 a.m.-4:00 p.m.

March 24

Classes begin 8:00 a.m. Registration for evening classes, 5:30-6:30; evening classes begin, 6:30 p.m.

March 28

Last day for registration and for schedule changes.

April 22-25

Mid-term examinations.

May 26

Last day for new students to file applications for summer quarter.

June 2-7

Examinations. (Examinations, evening classes, June 2.)

June 8

Graduation, 8:00 p.m.

SUMMER QUARTER, 1966

June 12-13

Freshman orientation.

June 14

Registration.

June 15

Classes begin, 8:00 a.m.

July 2-5

Holidays.

July 6

Classes resume, 8:00 a.m.

August 16-19

Examinations.

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Welcome to West Georgia College

I believe that you will find our campus a wonderful place to live and grow. Our faculty, staff and student leaders will do their best to make your stay here as pleasant and profitable as possible. I am confident that you will strive with them to develop your capacities for self-realization and service.

This handbook was prepared by the West Georgia College Student Government Association for the benefit of students and faculty. I trust that it will provide the information and guidance you need to participate fully in our campus activities.

With all good wishes,

Cordially,

JAMES E. BOYD, *President.*

To The Students of West Georgia College

For your information and instruction we offer in the following pages the traditions, procedures, and policies of West Georgia College. This handbook is an attempt to explain to you the regulations that the college believes both necessary and beneficial to you for your most complete and effective development. Through it you will learn about campus activities and student participation in them.

The instructions set forth herein were not drawn up in any arbitrary fashion. They are the sum of the best in faculty and student experience over the years and represent long hours of discussion and consultation. They have been altered and amended from time to time when experience has demonstrated that needs and requirements have changed in a changing world. We present them to you in the firm belief that they will help you meet effectively the challenge and opportunity that life at West Georgia College holds in store for you.

We extend to you our sincere good wishes for a profitable and enjoyable college life.

Cordially,

BILLY WHITWORTH,

Pres. Student Gov. Assn.

GEORGE W. WALKER,

Dean of the College

DAVID BAILEY,

Vice-Pres. Student Gov. Assn.

JOHN J. PERSHING,

Dean of Student Affairs

JANE CROLEY,

Secretary, Student Gov. Assn.

FAITH HARRIS,

Dean of Women

JERRY D. PURSER,

Dean of Men

People You Should Know

The student at West Georgia College ordinarily will come in close contact with a number of administrative officers other than the hostesses and classroom instructors. In order to make it possible to know where to go for specific help, the general fields of activity administered by some of the principal administrative officers are given in the following statements.

THE PRESIDENT

James E. Boyd

The President is administrative head of the institution. He represents the Board of Regents and is responsible to the regents for the overall administration of the college. All official communications from the regents to the faculty and students and all official communications from the students and faculty to the regents must be made through the President. The President is the final mediator of problems and policies involving students and faculty and the relationships of the college community with the Board of Regents.

The office of the President is open at all times to students and faculty for consideration of college problems, both personal and official.

DEAN OF THE COLLEGE

George W. Walker

The Dean of the College, in carrying out the policies of the President and the faculty, is the coordinating officer in the routine operation of the college. He is the officer principally concerned with academic matters. In this position, he supervises and correlates the work of the several divisions of the college and is directly responsible for the maintenance of regulations and standards.

THE REGISTRAR

Elizabeth Parker

The office of the registrar is responsible for all personal and academic records of the students. The office supplies such information and data as are needed by administration and faculty. Registration, evaluation of transcripts from other colleges, transmittal of transcripts to other colleges, and preparation of the college catalogue are among the duties of this office.

DIRECTOR OF PHYSICAL PLANT

and

ASSISTANT TO THE PRESIDENT

H. S. Tolbert

The Director of the Physical Plant is responsible for the maintenance of the buildings, grounds and utilities of the Campus. He directs the operations of the Dining Hall through the College Dietician, and the Bookstore, Snack Bar, and Post Office through their respective Managers. He assists in the planning of new buildings and development of the Campus.

THE COMPTROLLER

J. E. McWhorter

The Comptroller is the business manager of the college. All matters pertaining to purchase, finances and payments of money must be handled through his office.

DEAN OF STUDENT AFFAIRS

John J. Pershing

The Dean of Student Affairs acts as coordinator for the admissions office, the placement office, and the student personnel program, including student activities, student discipline, student government, student organizations, student health services, student housing and financial aid to students.

DEAN OF MEN

Jerry D. Purser

The Dean of Men acts as consultant and adviser to individual men students concerning personal problems of living and making adjustments. Under his direction is the housing program for men. He assists with the guidance and testing program for the entire college.

DEAN OF WOMEN

Faith Harris

The Dean of Women acts as consultant and adviser to individual women students concerning personal problems of living and making adjustments. Under her direction is the women's dormitory government. She assists with the guidance and testing program for the entire college.

DIRECTOR OF ADMISSIONS

Helen Womack

The Director of Admissions is responsible for processing the applications of students for admission to West Georgia College. Prior to actual admission, students should correspond with this office for information about admission. Once on the campus, the student should consult other appropriate academic officers. Questions of re-admission once a person has been a student in the college are the concern of the Dean of the College.

THE LIBRARY

Annie Belle Weaver, Librarian

The Librarian has charge of the college library and is responsible for its administration. Students will find in the Librarian a person who can help them secure the material needed for reading. Order is maintained in the library in order to make it a place conducive to study.

HEALTH SERVICE

Mrs. Linda Markham, R.N., Director

The College Nurses are employed by the college to maintain the health of the students and college employees.

DIRECTOR OF PUBLIC RELATIONS

Tracy Stallings

The Director of Public Relations is in charge of all publicity and publications of the college. He is the representative of the college at high school college day programs.

DIRECTOR OF ALUMNI AFFAIRS AND PLACEMENT

David Parkman

The Director of Alumni Affairs is the Executive Secretary of the Alumni Association. As Director of Placement, he assists students and alumni of the school by providing information to help make contacts with employers interested in hiring people with their qualifications.

Constitution

of the Student Body of West Georgia College

Preamble

We, the students of West Georgia College, in order to promote the physical comfort and the intellectual and moral growth of students, to give experience in patterns of good living and the practice of good citizenship, and to stimulate friendship and good will, do ordain and establish the Constitution of the Student Body of West Georgia College.

Article I.

Name and Membership

Section 1. The name of the organization under this Constitution shall be the Student Body of West Georgia College. A Student Government Association shall be the governing agent of this student body.

Section 2. The membership of the Student Government Association shall consist of a President, a Vice-President, and a Secretary-Treasurer of the Student Body, the Presidents of the Senior Class, Junior Class, Sophomore Class, and the Freshman Class, two elected representatives from the Senior Class, two elected representatives from the Junior Class, three elected representatives from the Freshman Class, and President of the Interfaith Council. The Editors of the West Georgian, the Chieftain and the Eclectic shall be ex officio members.

Section 3. No person shall represent more than one organization in the association.

Section 4. In order to distribute the honors of holding office among the Student Body and to prevent these offices from becoming an imposition on any student's time, the following shall not be eligible to hold any other elective office on the campus: President of the Student Body, Vice-President of the Student Body, Secretary and Treasurer of the Student Body, Editor and Managing Editor of the West Georgian, Editor and Assistant Editor of the Chieftain, Editor of the Eclectic, and the President of any class or student organization.

Any student holding any of the above mentioned elected offices may be allowed to complete his term of office, not to exceed one quarter, should he be elected to a new position.

Article II.

Officers

Section 1. The elective officers of the Student Body shall be a President, a Vice-President, and a Secretary-Treasurer. These officers shall also be the officers of the Student Government Association. They shall be elected for a period of three quarters (Spring, Fall and Winter) according to the provisions of Article III, Section 1.

Section 2. At the time of election each candidate for office must have been enrolled at West Georgia College for two full quarters and have maintained a cumulative average of "C" during this time, and must not have been on scholastic, or disciplinary probation at the termination of the quarter prior to election, and must maintain that average throughout his term in office. His or her citizenship must meet the standards of the college, as determined by: The Dean of the College, the Faculty Chairman of the Student Government Committee, The Dean of Students and the President of the Student Government Association.

Midterm grades shall apply for Freshmen.

Section 3. Before taking office, the newly elected officers shall take the following oath during the first assembly of the Spring Quarter:

(This oath shall be administered by the out-going President to the incoming President, who in turn shall administer it to the other officers.)

Pledge to the Constitution: "I hereby formally pledge my loyal and faithful service to the Constitution of the Student Body of West Georgia College, taking upon me the obligations of this office. If I should fail to keep its obligations or fall below its standards of scholarship, I will abide by the ruling of the Constitution."

Section 4. The general duties of these officers shall be as follows:

The President shall preside over the regular Association meeting held once every two weeks and over general assemblies of the Student Body when authorized by the College. With the consent of the Faculty Sponsor of the Student Government Association he shall call special meetings of either of these groups. He shall perform such other duties as usually pertain to the office of President.

The Vice-President shall assume the duties of the President in the absence of or at the request of the President. He shall preside over the Student Organizations Council.

The Secretary-Treasurer shall keep a record of all meetings of the Student Government Association and shall perform such other duties as usually pertain to the office. He shall keep an accurate attendance roll of all members.

Section 5. Each of the classes at the College shall elect a President, a Vice-President and a Secretary-Treasurer whose duties shall be similar to those set down for the Student Body officers in Article II, Section 4. Qualifications mentioned in Article II, Section 2, above will apply.

Section 6. When vacancies occur in any of the offices provided for in this article, they shall be filled by special election of the Student Body. In the event of a vacancy in any President's office, the Vice-President shall be elevated to the Presidency and a new Vice-President shall be elected in a special election.

Article III.

Election of Officers and Members

Section 1. Each candidate for student body office must file, with the President of the student body, a petition containing twenty signatures. A candidate running for President or any other office of the student body may have signatures from any class, but a candidate running for class office must have the signatures from his respective class. If an invalid signature is detected the candidate shall have 12 hours to obtain a valid signature.

Section 2. Each candidate for student body office shall appoint a campaign manager who shall make a nominating speech in assembly one week prior to the election. These officers shall be elected winter quarter and take office in the spring quarter. The out-going officers shall serve in an advisory capacity for the remainder of the year.

Section 3. Senior class, Junior class, and Sophomore class officers shall be elected Spring Quarter. They shall assume their duties the following Fall Quarter.

Section 4. The Freshman Class officers and representatives shall be elected Fall Quarter and assume their duties immediately.

Section 3. Except for Freshman class officers and Freshman SGA representatives, all other candidates for office must have been full time students two quarters prior to taking office.

Section 6. Editors of the West Georgian and the Chieftain shall be chosen in the following manner: Candidates will submit a letter of appli-

cation for the position to the Editorial Board not later than April 1. The Editorial Board shall then appoint the editors following personal interviews with the candidates and consultation with the Committee provided in Article III, Section 2.

Article IV

Voting Qualifications

Section 1. All students registered for ten quarter-hours' work at West Georgia College shall be entitled to vote for Student Body officers.

Section 2. All students registered for ten quarter-hours' work and certified by the Registrar's office as belonging to a particular class shall be entitled to vote in their respective class elections.

Article V

Student Government Association Meetings

Section 1. The Student Government Association shall meet regularly once every two weeks as prescribed in the school calendar.

Section 2. Special meetings may be called at any time by the Executive Committee which shall be composed of the officers of the Student Body and the Faculty Sponsor.

Section 3. Unless excused by the President of the Student Body, all members are required to attend all regular meetings of the Association. Attendance is desired but not compulsory at special meetings.

Section 4. Roberts' Rules of Order shall be the authority insofar as parliamentary procedure is concerned.

Section 5. A quorum shall consist of a majority of the total membership of the Association. Decisions shall be valid only when considered by a quorum.

Article VI

Committees

Section 1. The President of the Student Body shall have power to appoint all committees including the following:

A Calendar Committee to draw up and publish a quarterly calendar for club meetings and other school activities.

An Election Committee to supervise all elections held under provisions of this Constitution.

A Rules Committee to make recommendations for changes in rules governing the student body. If he deems it desirable he may ask that the Rules Committee be elected by the student body.

Dining Hall Committee to meet with the dietician periodically to discuss menus and other topics pertaining to the dining hall.

Student representatives to meet with Faculty representatives on the Student Government Committee.

Section 2. The Student Government Committee shall have the power to authorize the creation of a Woman's Council, a Men's Council, and such governing organizations for each dormitory as meet the approval of the dormitory residents, and the power to approve the structure and powers of each of these organizations.

Article VII

Sponsorship

Section 1. The Student Government Association shall be sponsored by the Student Government Committee appointed by the President of the College, and it shall be under the immediate supervision of a Faculty

Sponsor appointed by the President of the College.

Section 2. Any action of the Association may be reviewed by the President of the College in accordance with the rules and regulations of the University System of Georgia. No provisions in this Constitution may be in conflict with the Statutes of the Board of Regents or of the Faculty of West Georgia College.

Article VIII

Ratification

Section I. This Constitution shall become effective when ratified by a majority vote of the Student Government Association and of the Student Government Committee.

Article IX

Amendments

Section 1. Amendments to this Constitution may be presented by any member of the Student Government Association. Such amendments must be in writing, and two weeks must elapse between the presentation and adoption of any amendment.

Section 2. A majority of the Student Government Association membership shall be necessary for adoption.

By-Laws of The Student Government Association

Section 1. Attendance at meetings:

- A. After two consecutive unexcused absences from regular meetings of the Association or four non-consecutive unexcused absences, a member shall automatically be removed from the Association upon written notification by the Secretary.
- B. If a student is dismissed from the Association because of excessive absences, academic difficulties, disciplinary action, or other reasons, he shall be replaced by another member of the group he represents in the manner designated in the constitution.

Section 2. Election procedures:

- A. All elections shall be organized and conducted under the supervision of the Student Government Association.
- B. A minimum of one week shall elapse between the time of nomination and time of election. All elections shall be held at least two weeks prior to final examinations.
- C. Balloting shall take place in the Student Lounge at hours designated by the Student Government Association.
- D. All elections shall be conducted in an orderly and dignified manner, and in the spirit of fair play. A majority vote is required for the election of Student Government officers and class officers; and a plurality vote is required for the S.G.A. representatives from the classes.
- E. No write-in votes shall be counted.
- F. Students shall not campaign for offices until they have been publicly nominated.
- G. In advertising a candidate, no students shall use devices that tend to deface college property. Nails, tacks, and similar fasteners may not be used in the campaign. Cord shall be used to secure posters and signs. Candidates will be required to pay for any damage inflicted.

- H. Each candidate shall be responsible for removing and properly disposing of all election signs, cards, banners, etc., used during the election in behalf of his candidacy.
- I. Special elections may be called to fill vacancies occurring as a result of an officer's failing to return to college or his inability to serve for some other reason.
- J. Run-off elections shall be held between the two leading candidates if no candidate has a majority of the total votes cast. The time of the run-off election shall be announced by the Student Government Association.
- K. If positions are not filled in class elections (due to lack of interest or failure to qualify) the newly elected president of the class shall have the authority to appoint people to the vacant offices. The appointee(s) will then be subject to the approval of the Student Government Association.

Section 3. Class officers shall conduct routine class business as arises from time to time and act as hosts and committeemen at special functions.

Section 4. The Homecoming Queen and her court, the King and Queen of Hearts, and the May Queen and her court (chosen from the Sophomore, Junior and Senior Classes) shall be elected by student vote under the supervision of the Student Government Association. Regulations concerning qualifications and methods of voting shall be announced by the Student Government Association as the time for each election approaches. All nominations must be made two weeks prior to the election. No girl may be queen more than once in any one school year. (This does not apply to the Chieftain Beauty Review.)

Women must meet standards mentioned in Article II, Section 2, to be eligible for consideration in these contests.

Section 5. The following order of business shall be used at all meetings.

- Call to order by the President of the Student Body
- Roll Call by Secretary
- Reading of minutes by the Secretary
- Correction of minutes by the Secretary
- Committee Reports
- Discussion of old business
- New business
- Adjournment

Section 6. Organizations.

- A. No organization shall be chartered until its Constitution has been submitted to the Student Government Association and to the Advisory Council and approved by both.

Life at West Georgia College

CAMPUS

The campus is a beauty spot in the foothills of West Georgia. It has a magnificent array of shrubs, flowers, and trees specially selected and placed in the lovely natural setting of the rolling hills. Students at all times should accept a personal responsibility for the care and protection of trees, shrubs, grass and of the general appearance of the campus.

THE INTERFAITH COUNCIL

The Interfaith Council assumes the responsibility for directing organized religious activities on the campus; encourages church attendance; endeavors to instill in the students a deeper understanding of their faith; and engages generally in a program of religious emphasis.

Students are urged to attend the local church of the denomination of their choice. College buses take them to both morning and evening services.

ASSEMBLY

The student body meets in assembly from time to time. Speakers representative of every phase of professional endeavor are selected for these occasions. Announcements concerning matters of campus-wide interest are made at this time. Student response to these meetings should be respectful and dignified.

DINING HALL

Meals at West Georgia College are served cafeteria style from modern steam tables. The aims of the dining hall are to serve at a moderate cost food which is properly cooked, attractive in appearance, and of such a variety as will allow the choice of an adequate meal and to make the surroundings of the students inviting, pleasant and restful.

Students are expected to maintain high standards of behavior in the dining hall. Students are asked to cooperate in helping to maintain high standards by:

1. Showing consideration for others and taking their proper place in the serving line.
2. Appearing neatly dressed for each meal. Athletic or gym clothes, slides or shower shoes, and football jerseys or T-shirts are not worn in the dining hall. Men wear coats, dress shirts and ties and women wear Sunday dress for the noon meal on Sundays.
3. Presenting meal tickets at each meal and by keeping tickets in a readable condition. Meal tickets are not transferable. Students without tickets will be expected to pay for their meal but if the ticket is presented within 48 hours, refunds will be made between 3:00 and 4:00 p.m.

HEALTH SERVICE

The college provides a health service for all students and college employees. The infirmary is located on the ground floor in Mandeville Hall Annex.

The infirmary hours are as follows:

Monday—Thursday	8:00 A.M.—10:30 P.M.
Friday—	8:00 A.M.— 9:00 P.M.
Saturday	9:00 A.M.— 9:00 P.M.

After closing hours a nurse is on duty for emergencies only. If an emergency arises after closing hours, the student is asked to report to the host, or counselor, who will contact the nurse by phone. Proper arrangements for the student will then be made by the nurse.

All students are requested to report to the infirmary when ill. If the illness does not warrant immediate attention, the student should report after class.

All students have the privilege of subscribing to the accident insurance offered by the college at a cost of \$9.00 for twelve months. Insurance may be procured any quarter on a pro rata basis.

All students and faculty who do not have meal tickets for the dining room must pay for meals while confined to the infirmary.

Students will be expected to adhere to the procedures and policies established by the Health Committee.

The Tanner Memorial Hospital provides additional health and emergency service.

THE LIBRARY

Sanford Library, named for the late Chancellor S. V. Sanford, is an air-conditioned building located on the west end of the front campus. It includes spacious reading rooms, stack rooms, staff work rooms, a student conference room, a periodicals room, and the Gordon Watson Room.

Its collection of close to 40,000 volumes covers a wide range of subject matter and includes a reference collection, fiction, general reading, and a special section of Georgiana.

COLLEGE BOOK STORE AND STUDENT LOUNGE

For the convenience of the students, a store is operated in the student lounge, where such items as books, school supplies, stationery, toilet articles, light lunches and cold drinks are on sale.

POST OFFICE

Located in the student lounge at West Georgia College is a sub-station known as West Georgia College, Carrollton, Georgia. All mail to students should be addressed to them there. Mail is received and dispatched twice daily except Sunday.

AWARDS AND HONORS

American Association of University Professors Award

The West Georgia Chapter of the American Association of University Professors presents an annual award to the senior who has achieved the highest scholastic average of the graduating class.

Delbert Clark Award

As a memorial to the late Delbert Clark, nationally known leader in adult education, an award may be presented annually to leaders in the adult education field in recognition of outstanding achievements. Selection is made by a faculty committee.

Founders Day Award

A Founders Day award may be presented annually to a friend of West Georgia College who has made outstanding contributions to the cultural and economic life of the college. Selection is made by a faculty committee. Under exceptional circumstances more than one award may be made.

Herndon Award

As a memorial to Thomas A. Herndon, Jr., a graduate of the class of 1939, friends and classmates established an award in 1953. Each year sheepskin brochures are awarded to freshmen or sophomores who have exhibited outstanding qualities of character, scholarship, civic leadership, interest and participation in the fields of social and political sciences as exemplified by the late Tom Herndon. The selections are made by a joint committee of faculty and students.

Watson Award

As a memorial to Gordon Watson, late professor of English, each year the college awards honorary certificates to outstanding juniors and seniors, who in the estimation of the faculty, have attained distinction in their work, and who have exhibited these qualities of character, intelligent leadership, conscientious devotion to duty, unfailing courtesy, and adherence to truth and beauty for which this esteemed teacher is so well remembered.

Who's Who in American Colleges and Universities

The names of a limited number of West Georgia College seniors are included each year in *Who's Who in American Colleges and Universities*. Senior students chosen for this honor are selected by a faculty and student committee on a basis of scholastic standing, participation in campus and community activities, and leadership ability and potential.

Art Awards

A joint committee of the Student Government Association and the faculty of the Art Department annually selects for purchase prize awards one or more examples of student art work. Such works are exhibited for one year in the library and are then placed permanently in appropriate places on campus.

Science Awards

The faculty of the Science Division annually awards prizes to students achieving the highest records in mathematics, physics, chemistry, biology, and geography.

STUDENT PUBLICATIONS

The West Georgian

The West Georgian, student newspaper, is as old as the college itself. The West Georgian has been awarded first class honor rating several years by the Associated College Press.

The Chieftain

The Chieftain, the college yearbook, is so named because the Indian is the emblem of the college. The first issue of the Chieftain appeared in 1934. The Chieftain has been awarded first honor rating several times by the National Scholastic Press Association.

The Eclectic

The Eclectic is the literary magazine of West Georgia College. It provides students with an opportunity to discuss, edit and publish works of general literary interest. It appears twice yearly, in the fall and spring quarters, and contains poems, short stories, literary essays, and some art work.

Organizations

ALPHA PHI OMEGA

Alpha Phi Omega is a national service fraternity established with the purpose of promoting leadership, friendship and service on the college campus. The organization affords its members a chance to serve the students and faculty, youth and community, members of the fraternity and the nation as participating citizens. The major requirements for membership are based on scholarship and past or present affiliation with the Boy Scouts of America.

ALPHA THETA

The purpose of the Alpha Theta organization is to stimulate interest and promote skill in acting, directing, and stage management, as well as to further the knowledge of the individual in drama. It also gives each member an over-all concept of the ideals and practices in all aspects of theatre.

The club presents one three-act play at the end of each quarter during the regular school year. Membership is open to any student interested in drama or allied divisions of the theatre.

BAPTIST STUDENT UNION

The Baptist Student Union is the campus organization sponsored by the Baptist Church. Membership is open to any student. Its purpose is to help the student to develop and broaden his religious, educational and social interests.

CANTERBURY

The Canterbury Club is the campus organization sponsored by the Episcopal Church. Membership, however, is open to any student. Its purpose is to help the student develop and broaden his religious, educational and social interests.

CHEMICAL SOCIETY

The purpose of this organization is to promote interest in chemistry, to develop student leadership, to give opportunity for student and faculty expression, and to promote scholarship in chemistry.

CHOIR

Since the establishment of the college in 1933 the West Georgia College Choir has been a part of the overall program of education. Members are selected on the basis of aptitude. The choir provides opportunity for individual development and opportunities for developing leadership in community singing, group singing, and church choir activities. Three major concerts are presented each year. In addition, performances are given at high schools, churches, and civic clubs. Credit is granted to those fulfilling satisfactory requirements for choir membership.

CIRCLE K CLUB

The Kiwanis Club of Carrollton has established a Circle K Club to promote civic welfare of the college. It desires to develop within members the high degree of citizenship and social service exemplified by the constitution and by-laws of Kiwanis International. Members are selected on the basis of scholarship, civic interest, and leadership.

CONCERT BAND AND PEP BAND

The Concert Band is an organization whose membership is not only made up of music majors but also of students from all departments of

the college. From the larger organization, members are selected for the Pep Band which plays for basketball games and other such events. There is also an active Brass Ensemble which has frequent opportunities for performances.

DEBATE CLUB

The Debate Club is composed of students interested in standard debate and individual forensic activity. Ordinarily members also take the academic course in debate for college credit. The national collegiate debate topic is used, and teams enter novice and varsity competition on a regional basis. The club acts jointly with the college in sponsoring each year the West Georgia Inter-Collegiate Tournament.

DER DEUTSCHE VEREIN

The purpose of the Verein is to give its members the opportunity to become better acquainted with the customs and civilization of the German people through formal as well as informal meetings or programs. Membership in the organization is open to students who are taking or have taken a course in German, or to students who express a speaking or written knowledge of the German language.

EL CIRCULO ESPANOL

El Circulo Espanol is open to any student interested in the Spanish language and in Spain and Latin America. The purpose of the club is to stimulate interest in the Spanish language and in the cultures of the people of Spain and of South and Central America.

HISTORY CLUB

Any student interested in the promotion of the study of history and the creation of better citizenship is eligible for membership in the History Club. The officers of the organization are constitutionally required to be history majors. At bi-monthly meetings, the programs deal with historical topics through forums, lectures, tours, and pictures.

LE CERCLE FRANCAIS

Le Cercle Francais is composed of students interested in French life and culture. The purpose of this club is to help students become better acquainted with the language and customs of France.

LETTERMEN'S CLUB

This club is composed of men students who have received a letter awarded for superior performance on one of the varsity teams of the college.

LITERARY CLUB

The Literary Club, whose membership is open to all students interested in literature, is concerned with promoting an interest in literary matters; fostering student writing, both creative and critical; and stimulating the development of cultural interest through regular programs. The Literary Club meets twice each month. It sponsors the college literary magazine, *The Eclectic*, and also from time to time sponsors full-length movies of literary and cultural interests.

MATHEMATICS CLUB

The purpose of the Mathematics Club is to promote opportunities for its members to explore the field of mathematics and to promote the enjoyment of study and research. Any student who is working toward a major or minor in the field of mathematics may be considered a can-

didate for membership provided he has at least a 2.0 average and has completed Analytic Geometry (Mathematics 103).

MEN'S ATHLETIC ASSOCIATION

The Men's Athletic Association is an organization whose only purpose is to encourage and provide opportunities for active participation in intramural sports. Incoming freshmen and transfers should join and become active participants in as many of the activities as possible. Some of the activities offered are flag football, volleyball, softball, basketball, horseshoes, table tennis, foul shooting, tug of war, bowling. Individual and team trophies are awarded to the winners of the various activities at the end of each school year.

MEN'S COUNCIL

The Men's Council is composed of the Presidents and Vice-Presidents of the men's dormitory councils for the purpose of improving the academic and social life of dormitory men.

MUSIC CLUB

The purpose of the Music Club is to promote interest in all types of music including popular, jazz, semi-classical, and classical. Club membership is open to anyone interested in music.

NEWMAN CLUB

The Newman Club is the campus organization sponsored by the Catholic Church. Membership, however, is open to any student. Its purpose is to help the student develop and broaden his religious, educational and social interests.

PHI BETA LAMBDA

Phi Beta Lambda is open to any student interested in the field of business. The chapter is affiliated with the state and national organizations. Its purposes are to create more understanding and interest in business education, to develop character, and to train for useful citizenship. Social as well as professional meetings are held at regular intervals.

PSYCHOLOGY CLUB

The purpose of the Psychology Club is three-fold: (1) to provide opportunities for those interested in the field of psychology to discuss mutual interests and problems, (2) to stimulate and foster interest in the professional field of psychology, and (3) to provide contacts with people in the field of psychology and experiences that contribute to the student's understanding and growth. Anyone interested in the field of psychology may make application to the membership chairman.

STUDENTS FOR PRIVATE ENTERPRISE CLUB

The Students for Private Enterprise Club is open to all students and is organized for the purpose of stimulating an interest in private enterprise.

STUDENT ART LEAGUE

The Student Art League has been organized primarily for the students; however, any faculty or staff member of the college interested in the visual arts is invited to join. The purpose of this league is to promote interest and use of the visual arts on campus. Opportunities are provided to help the members to become acquainted and enjoy the mutual benefit of exchanging ideas and engaging in the privileges of the league.

STUDENT EDUCATION ASSOCIATION

The Student Education Association is open to all students who are interested in teaching. The Tieje-Downs Chapter is affiliated with the state and national organizations and provides contact with leaders in the profession and opportunities for experiences that will contribute to growth toward becoming a teacher.

STUDENT ORGANIZATIONS COUNCIL

The Student Organizations Council is composed of the presidents of the clubs, organizations, and classes. Its presiding officer is the vice-president of the Student Government Association. The purposes of the Student Organization Council are to promote better campus life, to provide well-planned activities on the campus and to work for closer harmony among West Georgia students.

WESLEY FOUNDATION

The Wesley Foundation is the campus organization sponsored by the Methodist Church. Membership is open to any student. Its purpose is to help the student to develop and broaden his religious, educational, and social interests.

WOMEN'S ATHLETIC ASSOCIATION

Membership in the Women's Athletic Association is open to all women students on the campus. The purpose of the association is to foster and promote athletic and recreational activities through the athletic board in cooperation with the department of physical education.

Activities offered in the intramural program are soccer, field hockey, basketball, volleyball, speedball, softball, tennis, golf, archery, badminton, table tennis, horseshoes, swimming, bowling, track and field events and other recreational activities.

FRATERNITIES AND SORORITIES

Any group of students wishing to organize a social fraternity or sorority must take the following steps:

A. Notify, in writing, the Student Government Association of intent to organize.

B. Meet as a group to adopt a constitution.

C. Present constitution to Student Government Association for review. The constitution must then be submitted to the Student Government Association for approval as follows:

1. Advisory Council
2. Faculty
3. Board of Regents

Major Activities

FRESHMAN ORIENTATION

Each year the college faculty and the new students assemble at the college three or four days before the opening of classes for the fall quarter. These days are spent in acquainting the new student with his fellow students, the college faculty, and the college in general. Inspection trips are made to the various buildings and to all parts of the campus. Social and recreational hours are planned for faculty and students. Students become acquainted with their advisers, who assist them in selecting their courses of study and in making out their schedules for the fall quarter. Psychological, aptitude, and placement tests are given.

RAT WEEK

Rat Week at West Georgia College is an adventure in fun, sportsmanship and public relations for the college. College and city representatives, faculty and upperclassmen unite in making Rat Week a memorable event in the life of the West Georgia College freshmen. **NO HAZING OF ANY FORM IS PERMITTED.**

HOMECOMING

The first formal dance of the year is designated as the Homecoming Dance.

CHOIR

The choir presents a Christmas concert at the close of the fall quarter, a special program at Easter, and a final concert on the last Sunday of the spring quarter.

SPORTS

Baseball, basketball, golf, volleyball, tennis, bowling, cross country, and track are played on an intercollegiate level. Athletics are purely on the amateur basis with no subsidization. West Georgia is a member of the Georgia Intercollegiate Athletic Conference, an organization of eight senior colleges in the state. In addition to the intercollegiate program, there is a well-rounded program of intramural sports for men and women.

FORMAL DANCES

Four formal dances are held during the year. These include the Fall Festival Dance, the Homecoming Dance, the Sweetheart Dance and the Spring Dance. The spring dance, sponsored by the junior class, is given in honor of the graduating seniors.

DEBATE TOURNAMENT

The annual West Georgia College Intercollegiate Debate Tournament, promoted by the Debate Club, is held during the winter. This event attracts teams from many southeastern colleges.

DRAMATICS

One major theatrical production is presented each quarter under the sponsorship of Alpha Theta. Tryouts are open to all students.

FINE ARTS FESTIVAL

Each year the college has a special week during which many types of activities are held. Major events of the week include exhibits, lectures, panel discussions, and other programs from the field of fine arts, social science, and the sciences.

PRESIDENT'S RECEPTION

Each year the President honors the graduates with a formal reception on the night preceding commencement.

GRADUATION

The year's work is concluded with a formal convocation at which time degrees and awards are presented.

Regulations

GENERAL REGULATIONS

1. College regulations go into effect at the time a student enters college and continues until the time of his withdrawal. Students permitted to leave the campus at various times during the year are responsible for upholding the standards of the college during their absence.

2. Men are to visit the women's dormitories only when they have dates with the residents or by special permission of the hostess. Men will use the reception room and porches of the women's dormitories only for dating and with the hours designated: Week-days (Fall and Winter Quarters) 4:30 p.m.; to 7 p.m. (Spring Quarter) 4:30 p.m. to 7:30 p.m. Saturday afternoon—12:00 to 8:00 p.m. Sunday after noonday meal until 6:00 p.m. Friday 4:30 p.m. to 11:30 p.m.

3. Women are not to visit men's dormitories or apartments except by special permission from the Dean of Women.

4. All dormitory students must purchase three-meal-a-day tickets for the college cafeteria. Such tickets are not transferable and are not to be used by other students. The cost of a meal ticket takes into account the average number of meals expected to be served in a quarter. The fact that large numbers of students may be absent from the dining hall on week-ends or at breakfast has already been taken into account in establishing the low cost of the ticket. Students who rent rooms in town may buy a three-meal-a-day ticket or a two-meal-a-day ticket.

5. All students other than local or veterans are required to live in college dormitories as long as rooms are available. Unless requested to move, a student may change his dormitory assignment only at the end of the first two weeks, when an appointed time and procedure will be announced, or at the end of the quarter.

6. Any student who fails to register before the end of registration day of any quarter will be charged a fee of \$3.00 first day, \$1.00 second day, and \$1.00 third day for late registration. Enrollment is not complete until student's enrollment card is returned from the comptroller to the registrar's office. Any change in course must be made within the first week of the quarter. Such changes will be accomplished in the Registrar's office. All course changes at any other time must have the approval of the Dean of the college.

7. Students may deposit cash in the cashier's office and withdraw it as needed. This practice is advised in order to protect the students from loss. Students are urged not to keep large amounts of cash on their persons or in their rooms. Each withdrawal should be \$4.00 or more. Student bank hours are as follows:

Saturday - 8:30 a.m. until 11:00 p.m.

Saturday from 8:30 a.m. until 11:00 p.m.

8. Social activities are not permitted during examinations or after dormitories are closed between quarters or for holidays.

9. Students are not to smoke in the gymnasium, the library, or the class rooms. Women may smoke in any building where smoking is authorized for men, but they may not smoke outside such buildings. They may, of course, smoke in their own dormitories.

10. HAZING IS NOT PERMITTED.

11. Outsiders who make a nuisance of themselves in the college community shall be barred from the campus.

12. Classes are held as scheduled in the college catalogue. The college reserves the right to close weekends or to refuse permission to individual students to leave the campus.

13. Classrooms, the gymnasium and the chapel are not to be used for dating or loitering at any time.

14. THERE WILL BE NO DRINKING, PRESENCE OF ALCOHOLIC BEVERAGES, OFFENSIVE LANGUAGE, OBSCENE LITERATURE, FIREWORKS OR FIREARMS AT ANYTIME IN ANY DORMITORY OR ANYWHERE ELSE ON THE CAMPUS.

15. All motor vehicles owned or operated by students must be registered in the office of the Security Officer and must bear proper identification as provided by the college.

16. Freshmen dormitory students are not allowed to drive or park automobiles on campus.

17. Any person who violates the traffic regulations of the campus will be subject to fine, loss of automobile privileges or disciplinary action.

18. Men and women may wear sports apparel on the college campus under the following conditions:

A. Men may wear Bermuda shorts at any time during week-days but on Sunday they will be worn only to participate in sports and may be worn in the area of the men's dormitories.

B. Men must not appear at any time on campus or in town without shirts.

C. After 5:00 p.m. from Monday through Friday women students may wear Bermuda shorts or any similar apparel (except to the library, and classrooms). On Saturday they may be worn all day.

D. Women will be permitted to wear shorts for physical education classes and sports. They are not to be worn (outside the residence areas or dormitories) at any other times except by special permission of the Dean of Women.

E. The above mentioned apparel in Section C. and D. may not be worn off campus at any time except by special permission of the Dean of Women.

F. When special groups (such as those attending music festivals or the debate tournament) are on campus, women students should wear dresses.

G. Football jerseys and T-shirts are to be worn while participating in athletic events only.

19. The college does not permit students to swim or engage in other water sports at any public or private beach which is not supervised by approved life guards. Such recreational areas may be used for picnics, sun tanning, and other approved outings.

20. Signs and posters may not be placed on any college building.

21. In case it is necessary to change the rules in this handbook, recommendations for changes will be made by the appropriate student group and approved by the college administration and will not go into effect until the following year.

DORMITORY PROCEDURES

1. The objectives of dormitory life are:
 - A. To develop self-control.
 - B. To set up and maintain high standards of living.
 - C. To settle problems arising within the group on a fundamental principle so that the result will be effective for the individual and for the group now and in the future.
 - D. To know and practice the common social conventions.
 - E. To respect one's property and that of others.
2. Each residence hall may have a dormitory council, and officers elected yearly by the residents of the dormitory, or such other organizations as meet the approval of the Student Government Association and the college administration.
3. Dormitory council meetings are held regularly and dormitory meetings are held as desired. Both are subject to call. Attendance at dormitory meetings is required of all residents.
4. Various dormitory social activities are sponsored by each dormitory.

WOMEN'S DORMITORIES

1. All women except the day students must live on the campus as long as dormitory space is available.
2. Study hours should be interpreted to mean no whistling, singing, loud laughing and talking, or playing of musical instruments. Boisterousness is out of order at any time.
3. All nights preceding classes are regarded as study hour nights. Study hours are 7:30 to 10:00. During Spring Quarter, study hours begin at 8:00. Quiet hours should be observed from 11:00 p.m. through 8:00 a.m.
4. Occupants of the lobbies, lounges, and living rooms are expected to keep them orderly.
5. Women may spend the night in another woman's room, on nights not regarded as study hour nights, by securing the permission of the hostess and notifying the counselor. To spend the night in another dormitory, written permission from both hostesses must be secured.
6. All communications from parents or guardians concerning leave of absence must be mailed directly to the Dean of Women. Standing permits are valid only for week-end visits at home or for students with unlimited privilege slips on file in the Dean of Women's Office.
7. Women must have special written permits from parents or guardians to leave the campus for out-of-town trips other than those designated on the printed form signed by the parents when the women enter the college.
8. Women leaving the campus for week-end trips must file a leave of absence card approved by the Dean of Women not later than 10:00 a.m. on Thursday.
9. Women returning from week-end visits must arrive at the dormitory not later than 10:30 p.m. Sunday.
10. All guests must conform to dormitory regulations. Each hostess is responsible for her guest. Reservations for guests must be made with the hostess at least 24-hours in advance.

11. Students may go off campus during the day but must return to the campus by the beginning of study hours except by special permission from the hostess.

12. Women students who leave the campus during the day or leave the dormitory after 6:00 p.m. must *personally* sign in and out on the official house register.

13. Nights out:

A. All women may have "sign outs" for Friday, Saturday and Sunday nights when no school event is scheduled. Signing-in time is 12:00 on Friday and Saturday nights and 10:30 on all other nights.

B. Any woman not on scholastic probation may have extra nights out each week as follows (except on nights that are designated as closed):

1. Seniors—as many as desired.

2. Juniors—3 nights.

3. Sophomores—2 nights

4. Freshmen—1 night.

A night out is defined as being outside the dormitory over thirty minutes during study hours.

C. All students on the Dean's List may have unlimited nights out.

D. Special permission for late privilege must be secured through the office of the Dean of Women.

14. Women students may spend the night in Carrollton only with parents or near relatives except by special permission from the Dean of Women.

15. The time for lights out in the women's dormitories is 11:00 p.m. on Sunday through Thursday and 1:00 a.m. on Fridays and Saturdays as long as there is no disturbance after 11:00 p.m.

16. No local telephone calls will be placed or received during study hours, or after 11:30 p.m. Long distance calls may be received between 9:30 p.m. and 10:30 p.m. No local calls may be placed during this time. On Fridays and Saturdays calls may be received until 12:00 p.m.

17. Women students on scholastic probation may date only on weekends. If their names do not appear on the midterm probation list, this restriction will be lifted. If a woman student's name appears on the midterm probation list, her dating will be restricted to the weekend for the remainder of the quarter.

18. Any resident who breaks the rules of the dormitory shall be presented to the house council for action. Individual house councils have the right to make rules governing their own dormitories, provided the women in the dormitories are notified of the ruling.

19. Radios and record players must not be played loudly enough to disturb others at any time, and not at all during quiet hours.

20. No showers are to be taken during study hours or after 11:00 p.m.

21. Rooms must be kept in order and may be inspected each day except Sunday. Change in furniture or other changes about the room must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the preservation and upkeep of the property in her room and will be required to pay for any damage before the end of the quarter.

22. Electrical appliances such as irons, hot plates, toasters, lamps, television sets, etc., must not be used in rooms. Arrangements must be made with dormitory host or hostesses for use of kitchen privileges.

23. Overnight visitors may be entertained in the dormitories only on week ends, and then only with the permission of the host or hostess in the building.

24. In the case of emergency, a parent wishing to call a student home should communicate with the dormitory director.

25. No pets will be permitted in the dormitories.

26. Women students will be permitted to go off campus for special club or class activities upon the approval of the Dean of Women provided a request has been made to her by the sponsor of the organization 48 hours in advance.

27. When dormitories are officially closed for holiday seasons, all students, except those who must remain for work or for other legitimate reasons, are to leave. Special permission to remain must be secured from the Dean of Women, and those granted such permission must observe regulations set up by the administration. Students are not to return to the dormitories from holidays before the specified dates that will be posted.

MEN'S DORMITORIES

1. Men must be fully dressed when in the recreation room and lobby of the dormitory and in all places outside the dormitory.

2. The recreation room will remain open for television viewing until 11:00 p.m. during the week.

3. Study hours will be maintained in the dorm from 7:00 p.m. until 7:00 a.m. Sunday through Thursday nights during the fall and winter quarters and from 8:00 p.m. until 7:00 a.m. during spring and summer quarters. Boisterousness is out of order any time.

4. Lights in the hall will be turned out when study hours begin.

5. Men desiring to have week-end guests in the dorm must notify the student counselor and assume the responsibility for the guest's conduct.

6. Items may not be placed on the dorm walls.

7. Excess noise will not be tolerated at any time.

8. The lobby shall be kept for small gatherings and "company." The recreation room, porches and lawn shall be used for "bull sessions."

9. Radios must not be played loudly enough to disturb others at any time, and not at all during study hours.

10. Men are to have their rooms in order ready for inspection daily with the exception of Saturday and Sunday.

11. Trash, paper and other refuse must be placed in designated receptacles.

12. THERE WILL BE NO DRINKING, PRESENCE OF ALCOHOLIC BEVERAGES, OFFENSIVE LANGUAGE OR LITERATURE, OR GAMBLING, OR FIREWORKS, OR FIREARMS AT ANYTIME IN ANY DORMITORY OR ANYWHERE ELSE ON THE CAMPUS.

13. The occupants of a room are to be held responsible for damage to their room or property in the room they occupy. The cost of repairs

or replacements in case of such damage will be borne by the occupant. If the occupant of a room can show that the damage was done by someone else, the cost of repairs will be charged to the one causing the damage.

14. Men who are sick are to report to the supervisor or college nurse immediately.

15. Occupants of men's dormitories who own cars must use space provided for their cars at the dormitory. There is no room for these cars on the front or back campus.

16. Any resident who breaks the rules of the dormitory may be presented to the men's council for action.

17. Weights may not be stored or lifted in dormitory rooms. A weight lifting room is provided in each dormitory.

18. Rooms must be kept in order and may be inspected each day except Sunday. Change in furniture or any other changes about the room must be referred to the dormitory officials. Paste or anything to mar the walls must not be used. Each person is responsible for the preservation and upkeep of the property in his room and will be required to pay for any damage before the end of the quarter.

19. Electrical appliances such as irons, hot plates, toasters, sun lamps, television sets, etc., must not be used in rooms. Arrangements must be made with dormitory host or hostesses for use of kitchen privileges.

20. In the case of emergency, a parent wishing to call a student home should communicate with the dormitory resident counselor or host.

21. No pets will be permitted in the dormitories.

22. When dormitories are officially closed for holiday seasons, all students, except those who must remain for work or for other legitimate reasons, are to leave. Special permission to remain must be secured from the Dean of Men and those granted such permission must observe regulations set up by the administration. Students will not return to the dormitory from holidays before the specified dates that will be posted.

23. Musical instruments may not be played in the dormitory rooms at any time.

LIBRARY HOURS AND REGULATIONS

The Library is open Monday through Thursday from 8:00 a.m. to 10:00 p.m. On Fridays from 8:00 a.m. to 5:00 p.m. and from 7:00 p.m. until 10:00 p.m. On Saturdays from 9:00 a.m. to 12:00 noon, and on Sundays from 7:00 p.m. to 10:00 p.m. If demand is sufficient Library hours will be increased.

Books not specifically reserved may be drawn from the library for a period of two weeks.

Books on special reserve must be used in the library except for overnight use and must be returned by 9:00 a.m. the following morning.

Books on a three-day reserve may be checked from the library for a period of three days and are not renewable.

Periodicals may not be taken from the library.

A fine of 2c a day is charged on books not returned on time.

A fine of 15c for the first hour and 5 cents for each additional hour is charged on special reserve books not returned on time.

Academic Policies

PROBATION AND DISMISSAL

SCHOLASTIC PROBATION

Students who are not doing satisfactory work are placed on scholastic probation as a means of emphasizing for them the necessity of analyzing their situation to determine the cause of poor work.

Any student failing to maintain a 1.5 average or receiving two or more academic grades below C during a quarter will be placed on probation until scholarship is satisfactory. A student enrolled for less than fifteen quarter hours who fails to maintain a 1.5 average will be placed on probation. The student may remove himself from probation by passing at least ten hours with a grade of C or better in one quarter.

The grade of I (Incomplete) is considered to be an F for purposes of determining probationary status. As soon as the instructor changes this grade, the student's name will be removed from the probation list, provided the grades then justify it.

Although scholastic probation normally is based upon final grades and begins the following quarter, a dormitory student or a resident student who drops below the normal load of fifteen hours is placed on probation effective on the date on which he dropped below the minimum and is as of that date ineligible to participate in college-sponsored activities.

Any student who is on probation at the close of the spring quarter must attend summer session at West Georgia College and remove himself from scholastic probation if he wishes to attend the college the next fall quarter. Otherwise he must remain out until the winter quarter.

A student on probation at the end of his last previous quarter in attendance shall not be eligible to participate in activities requiring public performance or to hold a student office. Eligibility is determined by final grades. Mid-term grades neither place the student on probation nor remove him from it. Students on probation shall not be allowed to register for courses which require or which might require public performances (e.g., choir; English 211, Introduction to Drama; English 204, Argumentation and Debate). Music majors are permitted to enroll in such courses if their major requires it but are not permitted to participate in off-campus performances.

Students on probation are not eligible for employment as student assistants. Those who engage in part-time employment outside the college should relinquish such employment.

SCHOLASTIC DISMISSAL

A student on scholastic probation must remove himself from such probation during the next succeeding quarter. If he fails to do so, he will be dismissed and must remain out one quarter. A student who is dismissed for the first time may return on probation in any quarter except the fall. If the first dismissal occurs at the end of the winter or spring quarter, the student may elect to enroll for the next quarter rather than to remain out. Should he fail to remove himself from probation, this will be considered his second dismissal.

A student who has twice been dismissed may not again be admitted as a candidate for a degree. This regulation shall not, however, constitute a bar to the student's admission to particular courses after the lapse of a time interval sufficient to obtain evidence that his scholastic disabilities have been overcome.

A student failing in all his work will be dismissed and will not have the option to return for the next quarter. He may apply for probationary re-entrance in any quarter except the fall.

A full-time student who is dropped for excessive absences from two courses will be dismissed from college for the remainder of the quarter.

DISCIPLINARY PROBATION

The college reserves the right to place a student on probation when his conduct becomes detrimental to himself or to the college. Such probation may subject the student to withdrawal from student activities.

DISCIPLINARY DISMISSAL

A student may be asked to withdraw from the college when, in the opinion of the appropriate disciplinary committees, he seems to be unable to adjust to campus life and the discipline of group living, indicates unwillingness to profit by the course of study offered by the college, or conducts himself in such a way as to reflect unfavorably upon the reputation of the college community. Some examples: continued disregard of warnings for breaking minor rules, failure to keep rooms in order, disregard and defiance of dormitory rules and officials, conduct on campus unbecoming ladies and gentlemen, activities and associations off the campus detrimental to college reputation.

A student on both scholastic and disciplinary probation at the end of any term will not be able to return for the following quarter, except that should this occur at the end of the spring quarter, he may be allowed by special permission to the dean of the college to attend summer session in order to be eligible for the fall term.

ABSENCES

Students are expected to attend classes faithfully. The instructor will determine specific absence policy in his class. He may, if he deems the absences justified, permit the student to remain in class, or he may drop him. If extraordinary circumstances exist, the student so dropped may appeal to the Absence Committee for reinstatement. Such reinstatement has seldom been granted.

A circular will inform the instructor of absences resulting from college-sponsored activities. A student not well enough to attend class should report to the infirmary and should present an infirmary slip on return to class. The student is expected to explain all other absences to his instructor.

A non-dormitory student who must be absent more than three successive days is required to notify the Dean of Students immediately.

In no case may a student miss more than twenty-five per cent of his classes (13 absences) and receive credit for the course. Since only under extraordinary and justifiable circumstances would a student reach this limit, he can be given a WP (withdrawal passing) or WF (withdrawal failing).

If a student is dropped by his instructor for excessive cuts he is placed on scholastic probation; if he is dropped from a second course he is dismissed from the college for the remainder of the quarter. (See "Scholastic Probation" and "Scholastic Dismissal.")

A student unable for legitimate reasons to continue attendance in a class should formally drop the class or withdraw from college. (See "Course Changes" and "Withdrawals.")

GRADE REPORTS

Grade reports for every college student are sent by the registrar to parents or guardian at the end of each quarter.

At the middle of each quarter the registrar sends to the parents or guardian a report of each first-quarter freshman and all other students who fall below a C average in any course.

The student and his parents are notified at the middle and end of any quarter if the student has placed himself on scholastic probation.

EXAMINATIONS

Examinations are held at the end of each quarter in accordance with a definite schedule. No regular examinations may be given in advance of the date scheduled unless authorized by the dean.

SPECIAL EXAMINATIONS

Permission must be obtained from the Dean of the College to take an examination outside of the regular schedule. Only in very exceptional circumstances will such permission be granted.

GRADES

The following grading system is used:

	<i>Grade points per credit hour</i>
A Superior	4
B Above average	3
C Average	2
D Poor	1
F Failure	0

S	Satisfactory
U	Unsatisfactory
W	Withdrew
WP	Withdrew, passing
WF	Withdrew, failing
AU	Auditor

The grades of S and U are reserved for some courses which carry credit but no grade points, such as Education 420-421-422 (Apprentice Teaching) and certain seminar courses. These courses are not considered in computing grade point ratio.

A student who officially withdraws from a course will receive a grade of W (withdrew), WP (withdrew, passing), or WF (withdrew failing). The grade of W is given when the student withdraws before the instructor has evidence of the quality of the student's work in the course. A grade of WP is given only when the work already done in the course is of C quality or higher. The W and WP grades are not considered in computing grade point averages. The WF grade is counted as an F. Those who drop out without clearing through the dean's or the registrar's offices or who are dropped for excessive absences will receive an F.

The grade I (Incomplete) indicates that the student has been unable to complete the work of the course. It is given only when the work al-

ready done has been of an acceptable quality. The requirement must be completed during the next quarter in residence. If the incomplete grade is not removed at that time, the grade becomes an F.

The grade point ratio is the grade average made by a student on all work for which he has enrolled. It is obtained by dividing the total number of grade points earned by the total number of quarter hours attempted.

THE DEAN'S LIST

Students who achieve a grade point ratio of 3.5, on a minimum of 15 quarter hours, with no grade below B, will be placed on the dean's list.

CLASSIFICATION

Freshmen are those students who at the beginning of the academic year have less than 40 quarter hours of academic credit with an average grade of C or better; sophomores, those with 40 or more credit hours of academic credit with an average of C or better, but less than 85; juniors, those with 85 or more quarter hours of academic credit with an average of C or better, but less than 130, seniors, those with 130 or more hours of academic credit with an average grade of C or better. Students retain their class designation during the academic year. No changes in classification are made between the quarters of the academic year.

SOCIAL ACTIVITIES AND CLUB ACTIVITIES

1. Request forms for permission to schedule social events and club activities are to be obtained in the Student Government offices and must be filed one week in advance of the activity. The Student Government Association will publish a weekly schedule of student activities.

2. Permission for social activities and for club activities must be approved by the faculty adviser.

3. Social functions to be held on week-ends are limited to one each quarter for each organization. In addition to this, an organization may have one yearly social event during the school week. This event is to be concluded by 9:30 p.m.

4. Whenever the gym or any other room is used for college affairs the group or organization sponsoring the affair is held responsible for the removal of decorations and for the arrangement of the building for the next scheduled class following the entertainment.

5. Club meetings may be held in the evening during the week if adjourned before 9:30 p.m.

6. One formal dance is held each quarter. These dances may begin at 8 p.m. and must end at mid-night. They are restricted to students, faculty and alumni, and their guests, except by special permission from the Advisory Council.

All concessions (selling flowers, selling pictures, operating coatroom, etc.) will be the responsibility of the sponsoring organization, which in turn can delegate all or any part of this responsibility to other organizations if it so wishes.

7. No social functions may be scheduled on any night preceding quarterly exams.

8. The chairman of the Assembly Committee is in charge of all college assembly programs. All matters pertaining to public programs

and the scheduled use of the auditorium for public exercises of a general college nature should be cleared through the chairman of this committee.

9. Each organization is limited to one fund-raising activity (such as a dance or talent show) during the school year. A limit of one dollar (\$1.00) may be charged for admission.

Clubs wishing additional money raising projects beyond the one already granted must request and receive permission from the Student Government Association who in turn will base its decision on the merit of the project for which the funds are desired and any conflict with other scheduled events.

10. Soft drinks are not to be sold by individuals, group organizations or visiting groups at the auditorium for any event.

FACULTY SPONSORS OF STUDENT GROUPS

CLASS SPONSORS

Senior Class—Miss Parker, Mr. Parkman
 Junior Class—Mr. Jobson, Mrs. Lipham
 Sophomore Class—Mr. Overton, Miss McNabb
 Freshman Class—Miss Peete, Mr. Turner

ORGANIZATIONS

Alpha Phi Omega.....	Mr. England
Alpha Theta.....	Mr. Carpenter, Mr. Buice
Biology Club.....	Dr. Lampton, Mr. England
B. S. U.....	Dr. Griffin
Canterbury Club.....	Mr. Kennedy
Chieftain	Mr. Parkman
Circle K.....	Mr. Wirsing
Concert Band and Pep Band.....	Mr. Dejong
Debate Club.....	Mr. Ellis, Mr. Burke
Eclectic	Mr. Swanson
El Circulo Espanol.....	Miss Moriarty
German Club.....	Mr. Sapp
History Club.....	Dr. Huck
Le Cercle Francais.....	Mr. O. Moore
Lettermen's Club.....	Mr. Corder
Literary Club.....	Dr. Bowdre
Mathematics Club.....	Mr. Morgan
Men's Athletic Association.....	Mr. Leaming
Men's Council.....	Dean Purser
Music Club.....	Dr. Coffeen
Newman Club.....	Dr. Veitia
Phi Beta Lambda.....	Miss Peete
Psychology Club.....	Dr. Nix
Student Art League.....	Mr. Jobson
Students for Private Enterprise.....	Mr. Flemister
Student Organizations Council.....	Dean Purser
Student National Education Association.....	Dr. Sills
The West Georgian.....	Miss Edwards, Dr. Mathews
The West Georgia Chemical Society.....	Mr. Wirsing
West Georgia College Choir.....	Mr. Abercrombie
W. A. A.....	Miss McNabb
Wesley Fellowship.....	Mrs. Radcliffe

